



UNITED STATES MARINE CORPS

MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY TO
ForO 3440.1F
G-3

MAY 19 2006

FORCE ORDER 3440.1F

From: Commander
To: Distribution List

Subj: MARFORRES EVACUATION/CONTINUITY OF OPERATIONS PLAN

Ref: (a) OPNAVINST 3440.16C
(b) NSANRLNSINST 3450.5B with change 1
(c) NSANRLNSNOTE 5530
(d) SECNAVINST 5820.7B
(e) SECNAVINST 5510.36
(f) MCO 3440.7A
(g) FORO 3440.2

1. Situation

a. General. As a major Marine Corps Command, Marine Forces Reserve (MARFORRES) must be prepared to continue mission essential functions required to meet National Defense and/or civil support requirements in the event that a man made or natural disaster would preclude operations aboard Naval Support Activity (NSA), East Bank. This plan provides the instructions for the evacuation and the execution of the continuity of operations plan (COOP) in the event MARFORRES must evacuate the New Orleans area for the safety of its personnel and families.

b. Friendly Forces

(1) Higher. Headquarters, Marine Corps (HQMC) will monitor the evacuation through the HQMC Crisis Response Center (CRC).

(2) Adjacent.

(a) Marine Forces Command (MARFORCOM) will coordinate Commander, US Northern Command (CDRUSNORTHCOM) requests for forces for recovery operations as required by Commander, US Joint Forces Command (CDRUSJFCOM).

(b) Naval Support Activity (NSA) is responsible for all Base functions to include the physical security of NSA, East

Bank and NSA, West Bank, prior to, during, and after a civil disaster, i.e. a hurricane.

(c) Marine Forces North (MARFORNORTH) is responsible for advising CDRUSNORTHCOM on the availability of Marine Forces to assist in rescue/recovery efforts in the case of a civil disaster. By virtue of the dual-hatting of the MARFORRES and MARFORNORTH Staffs, and the co-location of the MARFORNORTH and MARFORRES staffs, MARFORNORTH staff in New Orleans will use this plan as the basis for their evacuation.

(3) Supporting

(a) Federal Emergency Management Agency, US Department of Homeland Security

(b) State and local civil defense/emergency service organizations.

(c) Federal, state, and local law enforcement agencies

(d) Civilian Relief Agencies

1. American Red Cross

2. Salvation Army

3. Various faith-based and other volunteer relief organizations.

c. Assumptions

(1) Given the geographic location of New Orleans and historic precedent, the most likely cause for MARFORRES to evacuate will be to avoid an approaching hurricane.

(2) A hurricane striking the New Orleans area may result in some or all of the following:

(a) Great loss of life and/or injury to the civilian population.

(b) Extensive damage to government and private property.

(c) Standing water.

(d) Lawlessness, to include rioting and looting.

(3) That a hurricane will affect military and civilian activities and agencies requiring coordination and mutual assistance between military and civilian organizations.

(4) COMMARFORCOM will request COMMARFORRES assign forces to COMUSNORTHCOM via COMMARFORNORTH for emergency response and recovery efforts.

(5) Hurricane or other civil emergency will disrupt or severely impair communications, transportation, and health and sanitation services/capabilities.

(6) That this plan may be used as the basis for an all-hazards, continuity of operations plan, exclusive of a hurricane scenario.

d. Legal Considerations. With the exception of the immediate protection of life/limb, MARFORRES will not be employed as units except in accordance with established Department of Defense policies for Military Support to Civilian Authorities and coordinated with MARFORCOM.

2. Mission. On order, MARFORRES conducts evacuation operations and establishes Alternate Headquarters (AH) at designated locations from Texas to Georgia in order to safeguard military and government service personnel and their families, classified material, and maintain continuity of operations.

3. Execution

a. Commander's Intent

(1) Purpose. To provide guidance, instruction, and procedures for executing an evacuation plan and COOP in the event of an impending major hurricane tracking to hit the New Orleans geographical area. This plan is designed to remain sufficiently flexible to permit for variation due to change in meteorological conditions or storm track as well as an adaptable base plan for execution of the COOP due to a spontaneous event.

(2) Method

(a) MARFORRES evacuation and continuity of operations planning will focus on a hurricane scenario because of the high likelihood that a future MARFORRES evacuation will be the result of another hurricane in proximity to the Central Gulf Coast. Branch planning for other all-hazards evacuations will be published in Annex C to this order.

(b) The safety of our personnel and our families is paramount. To ensure their safety, I want established procedures that provide for early evacuation decisions allowing our personnel time to prepare their homes and sufficient time to pack prior to leaving for the AH. Any evacuation of MARFORRES personnel must be orderly and controlled. By controlled, I mean that Commanders and Department Heads must maintain accountability for their personnel (both military and government service) throughout the evacuation to their designated AH. I intend for military and government service personnel to be afforded the opportunity to evacuate with their families. However, MSC Commanders and Department Heads, with concurrence of the Force Chief of Staff, may authorize members, due to extenuating circumstances such as spousal employment as a First Responder, to remain behind with their families, but daily accountability of those remaining behind is a prime directive.

(c) I intend to exercise command and control of the evacuation from the AH. However, throughout any evacuation, I want to ensure that MARFORRES continues to support the Global War On Terror and any other ongoing operations by continuing to operate at NSA, East Bank, New Orleans until command and control can be passed to Command elements located at the AH. In addition, I want to ensure that we plan for a remain-behind MARFORRES detachment (RBM Det) that ensures the security of MARFORRES property and classified material.

(d) After the storm passes, we will assess the situation in New Orleans to determine our next action. We will be prepared to fully staff and continue operations from the AH or immediately return to New Orleans. In either case, as the situation in New Orleans allows for our return, a deliberate retrograde will be planned and executed.

(3) Endstate. Success is defined as MARFORRES personnel and their families safely evacuated from the New Orleans area and all accounted for daily; MARFORRES equipment and classified

material safeguarded; operations continue uninterrupted; and finally, Marines and their families safely returned to New Orleans and operations resumed from NSA, New Orleans.

b. Concept of Operations/Scheme of Maneuver. The MARFORRES evacuation and continuity of operations plan will be conducted in four phases. Transitions between phases will be conditioned based. The phases are:

- Phase I - Preparatory Phase
- Phase II - Evacuation Phase
- Phase III - COOP Execution Phase
- Phase IV - Return/Consolidation Phase

(1) Phase I - Preparatory Phase. The Preparatory Phase continues throughout the year. Phase I ends 96 hours prior to the forecasted landfall of a tropical storm/hurricane in the New Orleans area (execute Phase II).

(a) During this phase, MARFORRES Staff Sections, Headquarters Battalion, 4th Marine Division (4th MarDiv), 4th Marine Aircraft Wing (4th MAW), and 4th Marine Logistics Group (4th MLG), update evacuation databases to ensure preparedness for an all-hazards evacuation.

(b) Commencing 1 December and to be completed NLT 1 May, each Staff Section and MSC will review after-action reports from the previous hurricane season and recommend/make appropriate adjustments to the evacuation plan and COOP.

(c) During May of each year, MARFORRES will conduct a staff exercise under the cognizance of the AC/S, G-3/5 in order to rehearse the Evacuation/COOP decision-making process.

(d) HQBn in conjunction with (ICW) the Destructive Weather Officer (DWO) will provide hurricane awareness/preparedness training and evacuation briefings to all MARFORRES personnel.

(e) On or about 1 June, COMMARFORRES will set Hurricane Condition of Readiness 5 (HURRCOR 5). HURRCOR 5 will be maintained from 1 June thru 30 November unless required to go to an increased state of readiness. Changes in the HURRCOR will be at the direction of COMMARFORRES or the Executive Director, MARFORRES. (Refer to Annex C, Appendix 1 for HURRCOR and Storm Categories.)

(2) Phase II - Evacuation Phase. Phase II commences 96 hours prior to the forecasted landfall of a tropical storm/hurricane in the New Orleans area. Phase II ends when COMMARFORRES determines that operations must continue at the AH (execute Phase III) or that a return to New Orleans is feasible (execute Phase IV). COMMARFORRES may halt the evacuation and direct a return to New Orleans if it appears the storm no longer presents a danger to MARFORRES personnel or their families in the New Orleans geographical area.

(a) Ninety-six hours prior to forecasted landfall, the AC/S, G-3/5 DWO will advise COMMARFORRES on the status of the tropical storm/hurricane and will recommend appropriate courses of action. Additionally, a warning order will be issued to all designated Tier I personnel to be prepared to evacuate to the AH, on order. (See Annex A for list of Tier I personnel.) Headquarters Battalion ICW the Staff Sections and MSCs will review evacuation/COOP plans and ensure all evacuation databases are updated and complete.

(b) Tier I (Advance) personnel, depart to their AH via POV and/or Commercial Air.

(c) From 96 hours to 72 hours prior to forecasted landfall, the DWO and AC/S, G-3/5 will continue to provide appropriate storm updates to COMMARFORRES.

(d) Should the storm maintain track towards New Orleans, COMMARFORRES will set HURRCOR 4 at 72 hours prior to forecasted landfall.

1. Upon setting HURRCOR 4, Tier I personnel will proceed via POV to the AH. Tier I personnel are authorized to evacuate with dependants. Additionally, twenty-five G-6 Marines will launch to their assigned AH via Military air.

2. Upon the setting of HURRCOR 4, a warning order for evacuation will be issued to the remainder of MARFORRES. The warning order will release Marines and government service workers so they have time to prepare their homes and families for evacuation. The warning order is not the evacuation order. The evacuation order will be issued separately.

3. At 72 hours, the remain-behind MARFORRES detachment (RBM Det) will be established. The initial meeting will occur upon receipt of the Warning Order. The RBM Det Marines will muster in the Force Conference Room for accountability and instructions, but will be afforded the opportunity to secure in order to prepare families and dwellings for evacuation. RBM Det Marines will be instructed to return to Building 601 upon receipt of the Commander Marine Forces Reserve (CMFR) Evacuation Order.

4. Upon arrival of the MARFORRES Command Operations Center, Forward (COC (FWD)) at the AH, the Senior Watch Officer will establish positive communication with the MARFORRES COC, New Orleans and NSA Emergency Operations Center (EOC) by NIPRNET, telephone, telephone conference call and FAX. Additionally, SIPRNET connectivity will be established with the MARFORRES COC, to include TANDBERG capability.

5. Upon arrival of Tier I personnel and establishment of communications at the AH, MARFORRES (FWD) will assume command and control of the evacuation.

6. MARFORRES (FWD) will exercise command and control of the remain-behind force in New Orleans through the RBM Det OIC, a designated colonel/O-6 located in New Orleans.

(e) Between 72 hours and 60 hours prior to the forecasted landfall, COMMARFORRES will issue the evacuation order (either "authorized" or "directed"). The decision will be based on storm forecasts and any additional factors germane to the situation. (Note: Authorized evacuation means that Marines, sailors, or Federal Employees may evacuate if they desire. Directed evacuation means all Marines, sailors, and Federal Employees will evacuate the New Orleans area. In either case, Marines, sailors, and Federal employees will be reimbursed for evacuating in accordance with in the Joint Federal Travel Regulations.)

1. If evacuation is ordered, all other personnel will evacuate via POV in the general direction of their designated AH, ensuring they steer as clear of the storm track as practical. MARFORRES Headquarters personnel who lack personal transportation will muster at a designated location on the Naval Support Activity and await government provided transportation to the AH. MSCs are responsible for providing a means for their personnel without personal transportation to

travel to their respective AHs.

2. Contractor employees will be advised of the command decision to evacuate by their Contracting Officer Representative (COR). Contractor employees and their employing company are responsible for their own evacuation. (Refer to Annex E)

3. During the evacuation, each MARFORRES Staff section, HQBn, 4th MARDIV, 4th MAW, and 4th MLG will establish internal communication controls and ensure accountability for their personnel throughout the evacuation. Additionally, each will also provide a daily morning report to the G-1 at the AH.

(f) Should the storm maintain track towards New Orleans, COMMARFORRES will set HURRCOR 3 at 48 hours prior to forecasted landfall.

1. Upon setting HURRCOR 3, final logistical preparations will be made for the RBM Det which will be based out of the command center in Building 601. The RBM Det will also complete the storm preparation of Building 601 on NSA East Bank and Buildings 10 and 769, as well as Flag officer quarters on the West Bank.

2. Security of Marine spaces and buildings will be fully coordinated with NSA personnel remaining behind and will include Marine augmentation of the Auxiliary Security Force.

3. At 48 hours, G-6 will launch three (3) Marines to the AH location via Military or commercial air.

(g) Should the storm maintain track toward New Orleans, COMMARFORRES will set HURRCOR 2 at 24 hours prior to forecasted landfall.

1. MARFORRES Staff and MSC personnel, designated as the main body, not assigned to the RBM Det should be at or near their assigned AH. The G-1 will provide COMMARFORRES with a personnel status update.

2. The RBM Det will update COMMARFORRES on all tasks completed in preparation for the impending storm.

(h) Should the storm maintain track towards New Orleans, COMMARFORRES will set HURRCOR 1 at 12 hours prior to forecasted landfall. The RBM Det will ensure personnel are in the safest possible location to protect them from destructive winds and flying debris.

(i) After the storm passes, the RBM Det will assess the situation. The RBM Det will gather appropriate all-source information on the status of sewer, water, power, communications, municipal services, and traffic-ability in and around New Orleans and the surrounding parishes. The RBM Det will advise COMMARFORRES on the feasibility of MARFORRES personnel and their families returning to the New Orleans area.

(3) Phase III - COOP Execution Phase. COMMARFORRES will ensure that continuity of operations is maintained throughout transfer of command and control during the Phase II Evacuation. Phase III commences upon COMMARFORRES decision to fully staff and continue operations from the AH. Phase III ends upon return of MARFORRES command and control to New Orleans. (Execute Phase IV)

(a) The Damage Control Team (DCT) (See Annex A, Appendix 1), assigned to the RBM Det, will begin the process to minimize the storm damage to Building 601 and Marine spaces aboard the NSA, West Bank.

(b) On order, the Equipment Recovery Team (ERT) (See Annex A, Appendix 1) will return to Building 601 to load and transport previously identified mission-essential equipment and publications to the AH. ERT members will accompany all gear to the final destination. Transportation of equipment and publications to the MSC AH will be coordinated by the MARFORRES G-4. (See Annex D for procedures for pre-staging equipment.)

(c) MARFORRES Staff Sections, HQBn, 4th MARDIV, 4th MAW, and 4th MLG are responsible for movement and accountability of personnel to their respective AH as soon as practical following COMMARFORRES' order to execute Phase III. Staff principals, MSC COS, HQBn CO, and RBM Det OIC will participate in a daily COMMARFORRES conference call.

(d) COMMARFORRES will determine if contractors will be required to relocate to the appropriate AH for the duration of Phase III. If required, the Regional Contracting Officer

will coordinate with the contractor employees to have them move to the AH.

(e) The RBM Det OIC will remain the COMMARFORRES representative in New Orleans and will continue post storm assessment through coordination with the NSA EOC, municipal, parish, and state and federal officials. The RBM Det OIC will inform COMMARFORRES of the current situation via a situation report given during the daily telephone conference call.

(4) Phase IV - Return/Consolidation Phase. Phase IV commences upon return of MARFORRES command and control to New Orleans. Phase IV ends upon complete return and consolidation of MARFORRES personnel in New Orleans. This decision may be made immediately following the storm or after such time that conditions permit a safe return of our Marines, sailors, and Federal employees.

(a) Should conditions permit an immediate or near immediate return to New Orleans, command and control for the return will be run through the COC in New Orleans and regular operations in building 601 will resume on the first practical weekday following the decision to return.

(b) Should conditions preclude an early return; the RBM Det will be augmented by designated personnel and form the Return Movement Control Center (RMCC) (See Annex A, Appendix 1). The RMCC will be located in New Orleans and will plan the return of MARFORRES Staff Sections, HQBn, 4th MARDIV, 4th MAW, and 4th MLG. The RMCC will phase the return of the force to ensure that personnel and their dependants have housing and that there is adequate workspace and communication connectivity to resume daily operations.

(c) MARFORRES Staff Sections, HQBn, 4th MARDIV, 4th MAW, and 4th MLG are responsible for notifying their personnel. In addition to their chain of command, Marines, sailors, and Federal employees may obtain information through the (800) phone number, the MFR website, and the Military One Source System on when to return to duty in New Orleans.

c. Tasks

(1) G-1 - See Annex E

(a) Maintain accountability for all MARFORRES personnel throughout the evacuation period.

(b) Ensure sufficient G-1 personnel are on Tier I flow to the AH in order to maintain accountability and reporting.

(c) BPT request Marines be placed on ADSW in order to meet increased TAD claim processing requirements.

(2) G-2 - See Annex B

(a) Assist the DWO in assessing pertinent meteorological data that will/may bear on the Commander's decision to authorize/direct an evacuation.

(b) Post-hurricane, maintain contact with New Orleans EOC and provide a liaison between the RBM Det OIC and the city's EOC.

(3) G-3/5 - See Annex C

(a) Designate an officer to serve as the MARFORRES Destructive Weather Evacuation/COOP Officer.

(b) Develop and lead a hurricane evacuation/COOP exercise in May of each year.

(c) Conduct Destructive Weather Briefings to COMMARFORRES, as required.

(d) Report all changes in HURRCOR to HQMC, MARFORs, MSC's, the Navy's EOC and the New Orleans Federal Executive Board. Ensure that all are notified as to intentions and actions associated with evacuation/COOP.

(e) Notify HQMC, MARFORs, and the New Orleans Federal Executive Board of the decision to evacuate.

(f) Ensure DWO reports to NSA EOC for synchronization of evacuation conditions/events.

(4) G-4 - See Annex D

(a) BPT provide SME assistance to the MSC's IOT facilitate planning and execution of the respective MSC Evacuation/COOP Plans.

(b) Develop plan for the embark of all mission-essential equipment.

(c) BPT to coordinate transportation for mission-essential equipment to the MSC AH locations.

(d) Provide (1) SNCO to serve as the SNCOIC of the ERT.

(5) G-6 - See Annex K

(a) BPT provide SME assistance to the MSC's IOT facilitate planning and execution of the respective MSC Evacuation/COOP Plans.

(b) Ensure that RBM Det, New Orleans retains NIPR, SIPR, telephone, and Tandberg capability after the COOP of Network Services.

(6) Facilities

(a) Ensure Master keys are available for all MARFORRES spaces in Bldg. 601. During the Evacuation/COOP, ensure that the Master keys are located in the MARFORRES Command Center.

(b) Provide (1) SNCO to serve as the SNCOIC of the DCT.

(7) Security Manager

(a) Provide specific instructions on the storage and transportation of classified material during an evacuation to all General and Special Staff sections, HQBn, 4th MARDIV, 4th MAW, and 4th MLG.

(b) ICW G-6, develop a plan to safeguard SIPRNET computers left behind and to transport SIPRNET computers to the AHs.

(c) ICW G-2, plan for a Vacate Command Post Inspection with MSC and Section Security managers.

(8) AT/FP Section. Ensure Site Vulnerability Assessments are completed for all AH locations.

(9) CO, HQBn

(a) Publish the Evacuation/COOP Plan for the Battalion outlining Headquarters Commandant functions.

(b) NLT 21 May provide COMMARFORRES with a confirmation brief.

(c) Assign an officer to serve as the Camp Commandant for the Force AH.

(d) Develop blueprint for MARFORRES Command section and Staff with space assignments at the AH.

(e) Coordinate transportation requirements for any personnel not possessing a POV and requiring transportation to the AH.

(f) Provide all embark boxes necessary to support relocation of the MARFORRES Staff.

(g) Conduct hurricane awareness and preparation training for all Marines stationed at NSA, New Orleans.

(h) Ensure that pre-storm tasks for preparation of Bldg. 601, Bldg 10, Bldg 769, and Flag Officer Quarters is conducted commensurate with appropriate HURRCOR. (Responsibility for pre-storm preparation will transfer to the RBM Det 60 hours prior to landfall.)

(i) ICW the MARFORRES staff, assign Marines to the Auxiliary Security Force (ASF).

(10) CG, 4th MarDiv

(a) NLT 21 May publish the Evacuation/COOP Plan for 4th MarDiv.

(b) NLT 21 May provide a confirmation brief of the 4th MarDiv Evac/COOP plan to COMMARFORRES.

(c) Report all HURRCOR changes and actions associated with each to the MARFORRES COC.

(d) Ensure that all Inspector and Instructor (I&I) sites in the affected areas report HURRCOR changes, intentions as to evacuation, and post-event status as to unit condition and accountability. Post-event reporting will be completed, via the Chain of Command. Reporting requirements are covered in Annex C, Appendix 3, (Pre and Post Event Reporting Requirements).

(e) Upon occupation of the AH, establish a 4th MarDiv 24 hour POC to interface with the MARFORRES Command Operations Center.

(f) Identify any and all support requirements and request augmentation as necessary from the MARFORRES Staff Sections to facilitate the planning and execution of your COOP.

(g) Ensure that Inspector & Instructor (I&I) sites in the areas prone to dangerous or destructive weather are familiar with this order.

(h) Direct I&I's to have an evacuation and accountability plan to include accounting for all assigned Selected Marine Corp Reserve (SMCR) Marines living in the affected areas.

(i) Ensure that I&I Staffs not in the affected area, but in proximity or direction to the AH, are prepared to assist MARFORRES personnel and SMCR Marines during the evacuation.

(j) During Phase II provide daily accountability for all 4th MarDiv Marines living in areas being evacuated.

(11) CG, 4th MAW

(a) NLT 21 May publish the Evacuation/COOP Plan for 4th MAW.

(b) NLT 21 May provide a confirmation brief of the 4th MAW Evac/COOP plan to COMMARFORRES.

(c) Report all HURRCOR changes and actions associated with each to the MARFORRES COC.

(d) Ensure that all I&I sites in the affected areas report HURRCOR changes, intentions as to evacuation, and post-event status as to unit condition and accountability. Post-event reporting will be completed, via the Chain of Command. Reporting requirements are covered in Annex C, Appendix 3, (Pre and Post Event Reporting Requirements).

(e) Upon occupation of the AH, establish a 4th MAW 24 hour POC to interface with the MARFORRES Command Operations Center.

(f) Identify any and all support requirements and request augmentation as necessary from the MARFORRES Staff Sections to facilitate the planning and execution of your COOP.

(g) Ensure that I&I sites in the areas prone to dangerous or destructive weather are familiar with this order.

(h) Direct I&I's to have an evacuation and accountability plan to include accounting for all assigned SMCR Marines living in the affected areas.

(i) Ensure that I&I Staffs not in the affected area, but in proximity or direction to the AH, are prepared to assist MARFORRES personnel and SMCR Marines during the evacuation.

(j) Report Phase II evacuation intentions of affected MARFORRES air assets to COMMARFORRES (G3/5).

(k) BPT provide breakdown of available air assets to support pre and post-event requirements.

(l) BPT support Phase II evacuation of MFR G-6 personnel to the AH location.

(m) During Phase II provide daily accountability for all 4th MAW Marines living in areas being evacuated.

(12) CG, 4th MLG

(a) NLT 21 May publish the Evacuation/COOP Plan for 4th MLG.

(b) NLT 21 May provide a confirmation brief of the 4th MLG Evac/COOP plan to COMMARFORRES.

(c) Report all HURRCOR changes and actions associated with each to the MARFORRES COC.

(d) Ensure that all I&I sites in the affected areas report HURRCOR changes, intentions as to evacuation, and post-event status as to unit condition and accountability. Post-event reporting will be completed, via the Chain of Command. Reporting requirements are covered in Annex C, Appendix 3, (Pre and Post Event Reporting Requirements).

(e) Upon occupation of the AH, establish a 4th MLG 24 hour POC to interface with the MARFORRES Command Operations Center.

(f) Identify any and all support requirements and request augmentation as necessary from the MARFORRES Staff Sections to facilitate the planning and execution of your COOP.

(g) Ensure that I&I sites in the areas prone to dangerous or destructive weather are familiar with this order.

(h) Direct I&I's to have an evacuation and accountability plan to include accounting for all assigned SMCR Marines living in the affected areas.

(i) Ensure that I&I Staffs not in the affected area, but in proximity or direction to the AH, are prepared to assist MARFORRES personnel and SMCR Marines during the evacuation.

(j) During Phase II provide daily accountability for all 4th MLG Marines living in areas being evacuated.

d. Coordinating Instructions

(1) Cancellation. This plan replaces ForO 3440.1E.

(2) During Phase I, review all after-action reports from the previous hurricane season and make appropriate adjustments to evacuation and COOP plans.

(3) Designate a senior SNCO or Officer, to the MARFORRES G-3, Destructive Weather Evacuation/COOP Officer to serve as section/MSD Destructive Weather Evacuation/COOP Representative.

(4) All Staff Sections and MSC's will ensure that classified material is properly secured in accordance with reference (e) and Annex C, Appendix 2 prior to evacuation.

(5) All Staff Sections and MSC's will ensure that personnel required to transport classified material have required courier cards.

(6) NLT 1 May and throughout the hurricane season, each Staff Section/MSc will validate its destructive weather personnel database and will review and update evacuation checklists.

(7) From 1 May to 30 November, Staff Sections and MSC's will remain vigilant in reviewing and updating evacuation checklists and the destructive weather personnel database maintained by Headquarters, Battalion on a daily basis.

(8) During the evacuation, each MARFORRES Staff section, HQBn, 4th MarDiv, 4th MAW, and 4th MLG will establish internal communication controls and ensure accountability for their personnel throughout the evacuation. Additionally, each will also provide a daily morning report to the Force Personnel Administrative Center (FPAC) at the AH.

(9) All MARFORRES personnel will evacuate with government assigned individual unclassified laptop computers, associated equipment, to include Blackberries and cellular telephones.

(10) NLT 1 May, MARFORRES Staff Sections, HQBn, 4th MarDiv, 4th MAW, and 4th MLG will build an Equipment Density List (EDL) of mission-essential gear to be embarked to the AH. Mission-essential gear is identified as SIPR computers, additional computer equipment, and any government property vital to the completion of mission-essential functions. Personal items, to include gym bags and additional uniforms, will not be embarked.

(11) EDL's will be submitted to the MARFORRES/MSc G-4's for consolidation. The MFR G-4 will publish the embark plan in the Annex D.

(12) Every Marine is to evacuate with at least one set of authorized and serviceable Marine Corps pattern digital utilities.

(13) Personnel on leave during the Hurricane Season are to plan to have required uniforms upon arrival to the AH should the evacuation order occur while on leave.

(14) All occupants of Building 601 will ensure that the windows in all office spaces are closed and locked prior to evacuation.

(15) All refrigerators in Building 601 will be left clean with the doors propped open throughout the evacuation period.

(16) All personnel will have a plan for POVs not being used for evacuation. The NSA parking deck is designated for City Emergency Vehicles, GME vehicles and designated RBM det Marines only. The NSA will not allow for storage of vehicles during evacuation.

(17) Each Staff Section/MSC will provide the combinations to all vaults, safes, cipher locks, and cabinets, with the exception of personal lockers, to the G-1, Classified Material Control Center Custodian.

(18) Each Staff Section/MSC will provide personnel to the RBM as designated in Annex A, Task Organization.

4. Administration and Logistics

a. Personnel

(1) MARFORRES sections, HQBn, 4th MarDiv, 4th MAW, and 4th MLG will ensure all personnel in their charge have evacuation plans for themselves and their families, to include families of Marines who are Temporary Additional Duty (TAD) or TAD-Excess.

(2) Contractor employees will be advised of the command decision to evacuate by their Contracting Officer Representative (COR). Contractor employees and their employing company are responsible for their own evacuation. No one but the MARFORRES Contracting Officer is authorized by law to direct the contractor employees to report to an alternate work site. For specific guidance concerning Contractor and Government employee evacuation, refer to Annex E, Personnel.

(a) Accountability will be maintained through the normal morning report procedure. Accountability procedures are published by the MARFORRES G-1 in Annex E.

(b) Personnel who have a spouse that is a first responder, are exempt from evacuating during a "directed evacuation" and may remain in the area if their spouse is required to remain in the city in that official capacity. Adequate contact information and a plan for post-storm contact are mandatory. In the event of COOP execution, it may become necessary for the individual to displace to the AH.

(c) There may be other extenuating circumstances, e.g., a spouse is too ill to safely evacuate, that precludes a Marine or Federal Employee from evacuating. Again, daily accountability during the evacuation is mandatory.

(d) All personnel assignments are listed in Annex A, Appendix 1.

b. Logistics

(1) Staff sections will submit any additional logistical requirements needed to function from the AH to the HQBn S-4.

(2) During Phase II, the HQBn will identify available billeting in the vicinity of the AH for MARFORRES general and special staff except for elements of the G-1 and G-4 that will be in a separate location and will secure their own billeting. MSCs will be responsible for securing billeting for Marines and Federal Employees under their command at their respective AHs.

5. Command and Signal

a. Command Posts and Headquarters

(1) COMMARFORRES, in the event of an evacuation and commencement of Phase III operations, will relocate to JRB, Dallas/Ft Worth, TX.

(2) CG, 4th MarDiv, will relocate to Grand Prairie, TX.

(3) CG, 4th MLG, will relocate to Marietta, GA.

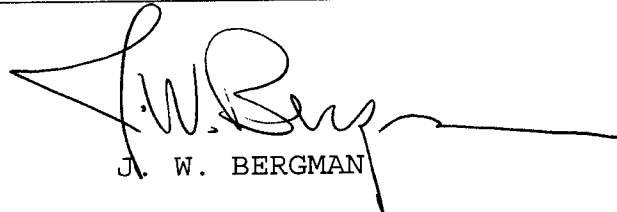
(4) CG, 4th MAW, will relocate to Marietta, GA.

b. Signal

(1) Upon transfer of command and control to the AH, the AH via their respective G3s/COCs will notify higher, adjacent, and subordinate commands via the Defense Messaging System.

(2) The COMNAVRESFOR Emergency Management Officer is located in building 8, Naval Support Activity (West Bank). The MARFORRES DWO will notify EMO when HURRCOR changes and stay in communication with the EMO throughout the hurricane season. In the event that an evacuation is ordered the EMO activates the EOC located on the 5th deck, building 601. The EOC remains in place throughout the evacuation. Upon evacuation, the MFR Command Center will maintain communication with the EOC and keep EOC informed throughout MARFORRES evacuation. The EMO and EOC can be contacted at (COMM) 504-678-5313, (satellite phone) 1-800-227-5024, emergency hotline 877-318-4365 or 504-678-4040.

(3) The MARFORRES Command Center is located on the fourth deck, building 601, Naval Support Activity (East Bank). The Command Center can be contacted at 504-678-8701/8672 or via email at the following: MARFORRESCDO@mfr.usmc.mil.



J. W. BERGMAN

ANNEXES:

ANNEX A - Task Organization/Personnel Assignments
ANNEX B - Intelligence
ANNEX C - Operations
ANNEX D - Logistics
ANNEX E - Personnel
ANNEX K - Communications and Information Systems
ANNEX X - Execution Checklist

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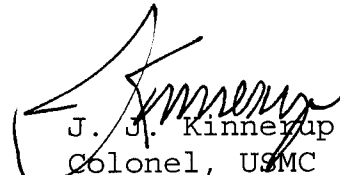
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ANNEX A TO FORCE ORDER 3440.1F (EVACUATION/COOP) (U)
TASK ORGANIZATION (U)

REFERENCES: None

<u>MARINE FORCES RESERVE</u>	LtGen Bergman
Headquarters Battalion, MARFORRES	LtCol Crosetto
4 th Marine Division	MajGen O'Dell
4 th Marine Aircraft Wing	BGen Papak
4 th Marine Logistics Group	BGen Payne

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APPENDIXES:

1 - Personnel Assignments

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APPENDIX 1 TO ANNEX A TO FORCE ORDER 3440.1F
(EVACUATION/COOP) (U)
PERSONNEL ASSIGNMENTS (U)

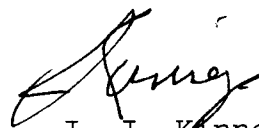
REFERENCES: (a) OPNAVINST 5580.1A CH-2
(b) CNO (N34) ltr of 19 Aug 02

1. Situation. As a major Marine Corps Command, MARFORRES must be prepared to continue mission essential functions required to meet National Defense and/or civil support requirements in the event that a disaster of any kind prohibits operations aboard the NSA, East Bank. Only through proper planning, will MARFORRES ensure that all personnel are evacuated safely and that we are able to continue to perform mission essential tasks from the AH.
2. Mission. On order, MARFORRES conducts evacuation operations and establishes alternate headquarters (AH) at designated locations from Texas to Georgia in order to safeguard military and government service personnel and their families, classified material, and maintain continuity of operations.
3. Concept of Operations. Elements and teams have been established to perform specific functions during the evacuation or follow-on COOP. If assigned to an element or team, each Marine, sailor, and civilian employee must understand the who, what, where, when, why, and how of that element or team mission. Tab A covers the mission and composition of each element or team. (Refer to Annex X, Execution Checklist for timing and phasing of displacement.)
4. Administration and Logistics. Personnel to elements and teams will be assigned by name. Staff Sections, HQBn, and MSC's will ensure that their personnel are aware of assignments.
5. Command and Signal.
 - a. Command. Refer to basic plan.

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b. Signal. OIC's will ensure that proper accountability is maintained and that required reporting is completed upon departure, en-route as directed, and arrival.

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TABS:

A - Element and Team Mission and Composition

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TAB A TO APPENDIX 1 TO ANNEX A TO FORCE ORDER 3440.1F

(EVACUATION/COOP) (U)

ELEMENT AND TEAM MISSION AND COMPOSITION (U)

1. The following exhibits provide the mission and composition, by billet and name, for each team and element.

EXHIBITS:

- 1 - Tier I
- 2 - Tier II
- 3 - Remain Behind MARFORRES Detachment
- 4 - Damage Control Team
- 5 - Equipment Recovery Team

1. TIER I – At landfall-72 hours, Tier I personnel will move to the AH IOT establish functionality of AH, provide ability to continue mission essential functions, and assume command and control during the evacuation. Tier I consists of the following:

BILLET	L NAME	RANK
COS	KINNERUP	COL
STAFF SECRETARY	BLACK	GYSGT
STAFF SECRETARY	DONJUAN	SGT
STAFF SECRETARY	GOLIDAY	LCPL
AC/S G-1	ELLINGSON	COL
G-1 CHIEF	PARKER	MGYSGT
G-1 ADJ/CACO	BURKETT	GS-12
G-1 ISC/MORNING RPT	CRAIG	SSGT
G-1 CIV LIAISON	CAMBRE	GS-6
G-1 NAVY PERS REP	LAYNE	LT (NAVY)
G-1 ORDERS/GTCC	HAWLEY	SSGT
G-1 ORDERS/GTCC	BARNETT	LCPL
G-1 UD/FPAC	WILKINS	WO
G-1 UD/FPAC	MCKAY	SSGT
AC/S G-2	MULL	LTCOL
AC/S G-3	MARSHALL	COL
G-3 ADMIN CHIEF	TEVEPAUGH	GYSGT
AC/S G-4	ARINELLO	COL
G-4 OPERATIONS OFF	ANTONIK	LTCOL
G-4 LOGISTICS CHIEF	BROWN	MGYSGT
AC/S G-6	ZABOROWSKI	COL
G-6 COMM CHIEF	HALL	MGYSGT
G-6 NETWORK OPS (ALB)	HADDEN	SGT
G-6 NETWORK OPS (DFW)	JONES	GYSGT
G-6 NETWORK OPS (DFW)	WANAMAKER	SGT
G-6 NETWORK OPS (DFW)	ORTIZ	LCPL
G-6 NETWORK OPS (DFW)	RODRIGUEZ	SSGT
G-6 NETWORK OPS (DFW)	POLLEY	SGT
G-6 HQ	FANGUE	LCPL
G-6 NETWORK OPS (KC)	SPEEGLE	LTCOL
G-6 NETWORK OPS (KC)	WRONKOWSKI	MAJ
G-6 NETWORK OPS (KC)	ROY	GYSGT
G-6 NETWORK OPS (KC)	MILLER	GS-11
G-6 NETWORK OPS (KC)	PACHECO	CPL
G-6 NETWORK OPS (KC)	DUBEAU	CPL
G-6 NETWORK OPS (KC)	ALFORD	CPL
G-6 NETWORK OPS (KC)	JONES	SSGT

G-6 NETWORK OPS (KC)	STRAUER	CPL
G-6 NETWORK OPS (KC)	LEWIS	SSGT
G-6 NETWORK OPS (KC)	BAUMAN	CPL
G-6 NETWORK OPS (KC)	BELT	CPL
G-6 HQ (KC)	TORRES	LCPL
G-6 NETWORK OPS (KC)	CRITTENDEN	SGT
G-6 NETWORK OPS (KC)	CROGHAN	SSGT
G-7	FLETCHER	COL
DEPUTY, G-8	MCGUINESS	GS-14
COMPTROLLER	HOWELL	MAJ
SJA	SESSOMS	COL
SJA LEGAL CHIEF	JAMES	SSGT
FACILITIES	DUMAS	COL
PAO	FAUGEAUX	COL
PAO	BOLDEN	
AC/S G-3 MFN	NEELEY	COL
MFN G-3	MULLALY	LTCOL
MFN G-3	SELDON	LTCOL
MFN G-3	KING	LTCOL
MFN G-3	TSANG	SSGT
MFN G-3	MULLEN	SSGT
CAMP COMMANDANT HQBN	RIDDLE,	MAJ
S-1	ORMOND	GYSGT
S-3	CLEMENT	CAPT
S-4	MOORE	CAPT

2. TIER II – Tier II personnel will continue mission essential functions from New Orleans while Tier I displaces and establishes C2 at the AH. Tier II consists of the following:

BILLET	L NAME	F NAME
COMMANDER	BERGMAN	LTGEN
EXECUTIVE DIRECTOR	BRAITHWAITE	SES-1
FORCE SGTMAJ	DIXON	SGTMAJ
COMMAND MC	WRIGHT	HMCM
AIDE-DE-CAMP	STEINHILBER	MAJ
DRIVER	VELEZ	SGT
PROTOCOL	BOYD	MSGT
ENLISTED AIDE	WOODY	SSGT
STAFF SECRETARY	HUNT	MAJ
STAFF SECRETARY	JENKINS	SGT
STAFF SECRETARY	LAMBERT	LCPL
STAFF SECRETARY	TAYLOR	SGTMAJ
STAFF SECRETARY	WHITTINGTON	GS-11
COUNSEL	NANGLE	GS-15
COUNSEL	TAYLOR	GS-13
MARFORRES SECURITY	COCHRAN	GS-12
MARFORRES SECURITY	SINGH	SSGT
MARFORRES SECURITY	PIERREPAUL	SGT
MARFORRES SECURITY	WILSON	CPL
EQUAL OPP ADVISOR	MINOR	MSGT
AC/S G-1 DEPUTY	BUTCHER	GS-14
AC/S G-2 DEPUTY	MILLER	MAJ
G-2 MFN	WEBB	SSGT
MFN OPERATIONS OFF	HUBBARD	LTCOL
MFN ACTION OFF	ACEVEDO	MAJ
MFN ACTION OFF	ANDERSON	MAJ
MFN	DELACRUZ	SSGT
MFN	FEARS	SGT
MFN ACTION OFF	REESING	MAJ
AC/S G-4 DEPUTY	LUNCH	GS-14
AC/S G-6 DEPUTY	BRANCO	GS-14
G-7 DEPUTY	POMEROY	GS-14
G-8 DEPUTY	PFAHLER	COL
SJA	MAHNE	LTCOL
FACILITIES	RYDER	LTCOL
COMPTROLLER	STEGALL	LTCOL
PAO	FOUCHA	GS-13
PAO	MCPEAK	GYSGT

3. REMAIN BEHIND MARFORRES DETACHMENT –

a. Upon receipt of the evacuation order, the RBM Det will muster in the Force Conference Room, 4th Deck, Bldg 601. The RBM Det will accomplish the following missions:

1) Assist Tier II in command and control of the evacuation until the AH is established and functional.

2) Provide Security for Bldg 601.

3) Provide Security for Bldg 10 and Quarters A, NSA, West Bank.

4) Provide ongoing assessments and recommendations during Phase II and Phase III if executed. Phase II assessments will determine execution of Phase III or Phase IV and recommend the timeline and plan for a return to NOLA during Phase III.

5) Continue to perform duties of the MFR Command Center as required.

6) BPT act as LNO's for MARFORNORTH during potential HA/DR missions in the New Orleans area.

7) Establish the Return Movement Control Center.

b. Composition of the RBM is as follows:

BILLET	L NAME	F NAME
OIC	PRATT	COL
G-3 (Asst OIC/SWO)	KIELY	MAJ
MFR CDO	TBD	
MFR CSDO	TBD	
MFR DNCO	TBD	
G-2	SLATE	MSGT
G-2	KNOX	CPL
G-2	WHITE	CPL
G-4	MARTIN	PFC
G-4 (Medical/IDC)	SAUCEDA	HM1
G-6 OPS	HIMEL	SGT
G-6 NETWORK OPS	HELLER	LCPL
G-6 NETWORK OPS	BROCKINGTON	SSGT
G-6 R&R	ROMANELLI	CPL
SUPPLY	WILLIAMS	GYSGT
FORK LIFT OPERATOR	VERONZILLA	SGT

4. DAMAGE CONTROL TEAM – Upon receipt of the evacuation order, the DCT will report to the RBM OIC in Bldg 601. The DCT will work pre and post event actions IOT prepare and minimize damage to Bldg 601 and MFR spaces on the NSA, East and West Bank as needed. The DCT will remain in NOLA until mission completion. Composition is as follows:

BILLET	L NAME	F NAME
Facilities SNCOIC	DAVIS	MSGT
G-1	HENDERSON	LCPL
G-3/5	EMERICK	CPL
G-4	AVILES	SGT
PAO	LOPEZ	PFC
SJA	MCAFEE	CPL
Comptroller	SPARROW	LCPL
4 th MARDIV	HALEY	LCPL
4 th MAW	LOUIS	SGT
4 th MLG	ALBRECHT	SGT

5. EQUIPMENT RECOVERY TEAM – Upon receipt of the evacuation order, the ERT will evacuate to their assigned AH. On order, during Phase III, the ERT will return to New Orleans IOT embark all mission essential equipment necessary to function at the AH. Anticipate this mission lasting 48-72 hours. The ERT will accompany all gear to the AH. Security Managers will ensure that ERT members have appropriate security clearance and courier cards necessary to perform function. Composition is as follows:

BILLET	L NAME	F NAME
G-4 SNCOIC	ELLIOT	GYSGT
COMMAND DECK	BLACK	GYSGT
G-3	WOOD	CPL
G-3 MFN	FEARS	SGT
G-1	COLLAZO	SGT
G-1	GASPARD	LCPL
G-1	WHEELER	LCPL
G-7	MERRELL	GS-12
G-8	STEIN	MAJ
FACILITIES/SAFETY	MITCHELL	SSGT
PAO	LOPEZ	PFC
4 th MARDIV	ELIZANDO	CPL
4 th MARDIV	LAMBETH	CPL
4 th MAW	LUCAS	SGT
4 th MAW	WRANGLER	CWO-
4 th MAW	DECESARE	SGT
4 th MAW	PUGLIESE	CPL
4 th MLG	DESTEFANO	LCPL
4 th MLG	RAY	LCPL
COMPTROLLER	MACKINNION	LCPL
RCO	AUSTIN	MSGT
MCCS	KING	LCPL
HQBn	ULLOA	SGT

ANNEX B (INTELLIGENCE & INFORMATION) TO MARFORRES OPERATION
ORDER 3440.1F (U) (EVACUATION/CONTINUITY OF OPERATIONS PLAN)

1. MISSION AND CONCEPT OF INTELLIGENCE OPERATIONS

a. Mission

On Order MFR G-2 provides an Analysis Cell, 1 Officer/SNCO and 2 Marines in order to augment the remain behind MFR Command Center and will be responsible for data/information collection as to the status of the city, pre and post-event. This cell will coordinate with Local Civil and Military Authorities and attend as able, the city Emergency Operations Center (EOC) meetings providing information to enhance COMMARFORRES situational awareness as to the condition of city utilities, traffic ability, medical conditions, and the overall condition of the city and surrounding parishes.

b. Concept of Operations

(1) MFR G-2 will coordinate with City, State and Federal agencies to provide information to COMMARFORRES and staff necessary to plan and execute the current evacuation/Continuity Of Operations Plan (COOP). This will be conducted in five (5) Phases

(2) MFR G-2 concurrently establishes an alternate COOP site at designated area

Phase 1 Preparatory Phase

1. Upon the onset of hurricane season, MFR G-2 will monitor and when necessary, coordinate with G-3 to brief any potential destructive weather patterns that may affect the New Orleans area that could lead to an evacuation. The primary source for collecting this information will be the National Oceanic & Atmospheric Administration. Upon determining a potential threat, the G-2 will provide daily updates in tracking destructive weather.
2. MFR G-2 will provide current MC&G products in support of operational planning.

3. MFR G-2, at the onset of hurricane season, will establish liaison with proposed city Emergency Operations Center personnel and maintain communication with all applicable agencies.

Phase 2 Evacuation Phase Landfall -96 to landfall -12

1. When directed by COMMARFORRES, MFR personnel evacuate the Headquarters and MFR G-2 Analysis cell begins 24 hour operations in coordination with the MFR command center.
2. Assigned personnel will evacuate to designated COOP site in accordance with OPORD.

Phase 3 COOP/Assessment Phase (Landfall to Landfall +48)

Following landfall COMMARFORRES directs execution of COOP.

1. MFR G-2 analysis cell conducts assessment to determine COA's for redeployment or execution of COOP.
2. Evacuated G-2 personnel on order, report to designated COOP Site, supports analysis cell with reachback, and assist in the preparation of briefings to COMMARFORRES and Staff.

Phase 4 Reconstitution Phase

COMMARFORRES directs phased return to NOLA. MFR G-2 remains in contact with RBE and Analysis Cell IOT report information concerning status of utilities, roads, and other related infrastructure.

C. Intelligence/Information support available.

The following agencies will be the primary sources for information:

Marine Corps Intelligence Activity (MCIA)

NOAA

Northern Command (NORTHCOM)

New Orleans EOC to include all local, state, and federal response teams.

2. SITUATION

- a. Characteristics of AO weather and terrain

NOLA egress routes. Hurricane XX is currently located at Lat /Long, approx xx miles from the mouth of the river moving (direction) at xx MPH. There is/is not significant weather impacting evacuation routes.

b. Summary of Local Situation

Orleans Parish has ordered an evacuation (will order voluntary evac effective date/time), Jefferson has ordered an evacuation (will order voluntary evac effective date/time), Plaquemines has ordered an evacuation (will order voluntary evac effective date/time), St. Tammany has ordered an evacuation (will order voluntary evac effective date/time), NSA has informed residents that they must evacuate NLT xxx.

c. Estimate of Local Situation

3. INTELLIGENCE AND INFORMATION ACTIVITY

MFR G-2 and the Analysis Cell use all sources to gather information, verify the accuracy of information and disseminate it to the Commander MFR and his Staff.

4. ASSIGNMENT/COORDINATION OF INTELLIGENCE AND INFORMATION TASK

- a. Military Commands (NorthCom, MCIA, LA. Nat Guard)
- b. Law Enforcement (St Police, Local Police, EOC's)
- c. MFR command center
- d. Coordinating Instructions.: Coordination through agencies will be directed by MFR G-2

5. MISCELLANEOUS INSTRUCTIONS

None



H. E. MULL JR.

APPENDIXES:

- 1 -Appendix (1) Evacuation Routes and trafficability
- 2 -Appendix (2) Designated safe harbor sites and emergency contacts
- 3 -Appendix (3) MC&G

Appendix 1 Evacuation Routes

Evacuation routes are in accordance with published state evacuation routes

- <http://www.ohsep.louisiana.gov/evacinfo/stateevacrtes.htm>
- There are 6 Primary routes out of NOLA
- All I-10 based
- I-10 East to I-12W/I-59N interchange
- I-10 West to I-55N interchange

WestBank Options

- Hwy 90 E to Crescent City Connection to I-10 East or West
- Hwy 90 W to Huey P. Long Bridge to I-10 West
- Hwy 90 W to I-310 to I-10 W
- Hwy 90 W to I-10/I-49 interchange (in Lafayette, La.)

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Appendix 2 Emergency Shelter Information Points and Contact numbers

Evacuation Area of the State	Information Point Location	Address
Re-entry from Mississippi on US 65 and US 84	1 Tourist Welcome Center	US 65 & 841401 Carter St. (US 84)Vidalia, LA
Re-entry from Mississippi on I-20	2 Tourist Welcome Center	836 I-20 West Tallulah, LA
From the Southeast area on LA 1	3 Paragon Casino	711 Paragon Place Marksville, LA
From the Southeast/Central areas on I-49	4 Sammy's Truck Stop	I-49, Exit 53 3601 LA 115 W Bunkie, LA
From the Southeast/Central areas on US 71	5 Med Express Office	7525 US 71 Alexandria, LA
From the Southeast/Southwest/Central areas on US 171 and I-49	6 P. E. Gym, LSU-Shreveport	One University Place Shreveport, LA
From the Southwest area on US 171	7 Pickering High School	180 Lebleu Rd Leesville, LA
From the Southwest/Central areas on US 165+	8 Mowad Civic Center	5th Ave and 10th St 1 Blk off US 165 Oakdale, LA

American Red Cross

- 1-800-229-8191
- www.preparelouisiana.redcross.org

Louisiana Department of Transportation and Development

- (225) 379-1232
- www.dotd.state.la.us

Louisiana Office of Homeland Security and Emergency Prep

- 1-800-256-7036
- www.ohsep.louisiana.gov

Louisiana State Police

- 1-800-469-4828 (road closure information hotline)
- 1-800-969-2059 or dial *577 from cell phone
- www.lsp.org

Louisiana Department of Health and Hospitals

- www.dhh.state.la.us

Federal Emergency Management Agency

- www.ready.gov

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Appendix 3 MC&G

National Oceanic and Atmospheric Administration (NOAA) Charts

State Issued Hurricane Evacuation Maps

- Released 14 April anticipate delivery 1 May
- Can be found on www.noaa.com

USGS Maps of New Orleans and surrounding areas

- Provided by MFR G-2

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ANNEX C TO FORCE ORDER 3440.1F (EVACUATION/COOP) (U)

REFERENCES: None

1. General

- a. Purpose. This annex provides detailed guidance and information for the conduct of the MARFORRES Evacuation and Continuity of Operations Plan.
- b. Mission. On order, MARFORRES conducts evacuation operations and establishes alternate headquarters (AH) at designated locations from Texas to Georgia, in order to safeguard military and government service personnel and their families, classified material, and maintain continuity of operations.
- c. Area of Operations. Refer to basic plan.
- d. Situation. Refer to basic plan.

2. Concept of Operations. Refer to basic plan and Appendix 4 (Operations Overlay).

3. Conduct of Operations. The following provide detailed guidance during the conduct of the Evacuation and COOP:


- a. Hurricane Conditions of Readiness and Storm Categories. Refer to Appendix 1 (HURRCOR/Categories).
- b. Storage and Safeguard of Classified Material. Refer to Appendix 2 (Classified Material Collection and Storage Matrix).
- c. Pre and Post Event Reporting Requirements. Refer to Appendix 3 (Reporting Requirements and Report Formats).
- d. Operations Overlay. Refer to Appendix 4 (Operations Overlay).

4. Operational Constraints. None.

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5. Command and Signal. Refer to basic order.

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N. J. MARSHALL
Colonel, USMC
AC/S G-3/5

APPENDIXES:

- 1 - Hurricane Conditions of Readiness and Storm Categories
- 2 - Classified Material Collection and Storage Matrix
- 3 - Reporting Requirements and Report Formats
- 4 - Operations Overlay

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APPENDIX 1 TO ANNEX C TO FORCE ORDER 3440.1F

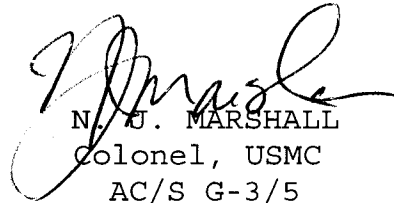
(EVACUATION/COOP) (U)

HURRICANE CONDITIONS OF READINESS AND STORM CATEGORIES (U)

REFERENCES: None

1. Purpose. To publish the criteria for each Hurricane condition of Readiness (HURRCOR), 5 through 1 and each Storm Category, 1 through 5.
2. HURRCOR. The information in Tab A shows the correlation between the HURRCOR and the time from forecasted landfall. HURRCOR changes will require different events or actions with each and have direct effect on the Phases of the Evacuation/COOP.
3. Storm Categories. The information in Tab B shows the Category of the storm based on the intensity, measured in wind speed, and the projected storm surge with each.

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Colonel, USMC
AC/S G-3/5

TABS:

- A - Hurricane Conditions of Readiness
- B - Storm Categories

TAB A TO APPENDIX 1 TO ANNEX C TO FORCE ORDER 3440.1F
(EVACUATION/COOP) (U)
HURRICANE CONDITIONS OF READINESS (U)

Hurricane Conditions of Readiness (HURRCOR) are separated into 5 categories. The conditions of readiness are listed below.

I. **HURRCOR - 5.** The normal hurricane season is a 6-month period from 1 June to 30 November. This condition is primarily a reminder that the hurricane season is in effect.

II. **HURRCOR - 4.** A tropical disturbance (gale, storm, cyclone, or hurricane) has been identified with destructive winds forecast to reach this area within 72 hours.

III. **HURRCOR - 3.** Destructive winds are forecast to reach this area within 48 hours.

IV. **HURRCOR - 2.** Destructive winds are forecast to reach this area within 24 hours.

V. **HURRCOR - 1.** Destructive winds are imminent and are anticipated within 12 hours.

HURRCOR may also be assigned one of two classifications based on the intensity of the storm. These classifications are "A" and "B" and are also explained below.

I. **HURRCOR (4 through 1) A.** Used for a major hurricane with winds of 130 mph or higher (category 4 or 5).

II. **HURRCOR (4 through 1) B.** Used for less severe hurricanes and tropical storms. Evacuation is normally not anticipated with classification B.

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TAB B TO APPENDIX 1 TO ANNEX C TO FORCE ORDER 3440.1F
(EVACUATION/COOP) (U)
STORM CATEGORIES (U)

Hurricanes are separated into 5 categories. The categories and criteria are listed below.

I. **Category - 1.** Sustained winds of 75-95 MPH. Storm Surge expected to be 4-6 FT.

II. **Category - 2.** Sustained winds of 96-110 MPH. Storm Surge expected to be 7-8 FT.

III. **Category - 3.** Sustained winds of 111-130 MPH. Storm Surge expected to be 9-12 FT.

IV. **Category - 4.** Sustained winds of 131-155 MPH. Storm Surge expected to be 13-18 FT.

V. **Category - 5.** Sustained winds of 155+ MPH. Storm Surge expected to be 18+ FT.

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APPENDIX 2 TO ANNEX C TO FORCE ORDER 3440.1F

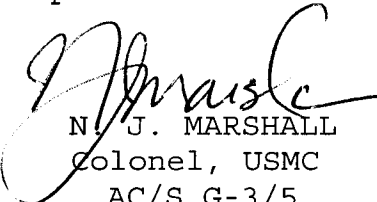
(EVACUATION/COOP) (U)

STORAGE AND SAFEGUARD OF CLASSIFIED MATERIAL (U)

REFERENCES: SECNAVINST 5510.36

1. Situation. The evacuation of MARFORRES, due to Destructive Weather, requires the timely evacuation of the NSA, East Bank. Since it is not feasible to evacuate with all classified material, Security Managers must plan for and ensure that classified materials are properly safeguarded and secured prior to departure.
2. Mission. On order, MARFORRES conducts evacuation operations and establishes alternate headquarters (AH) at designated locations from Texas to Georgia in order to safeguard military and government service personnel and their families, classified material, and maintain continuity of operations.
3. Concept of Operations. Every Marine will act as a Security Manager and ensure that classified material is properly safeguarded and stored prior to evacuation. Assigned Security Managers will adhere to the matrix in Tab A prior to each evacuation in order to inspect and ensure that classified material in their section is properly safeguarded and stored and that the section is prepared for a prolonged evacuation.
4. Administration and Logistics. Security managers will ensure that the proper storage material is available and on hand and that all safes and locks are functional prior to the beginning of the Hurricane Season (1 Jun).
5. Command and Signal. Refer to basic plan.

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Colonel, USMC
AC/S G-3/5

TABS:

A - Classified Material Collection and Storage Matrix

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TAB A TO APPENDIX 2 TO ANNEX C TO FORCE ORDER 3440.1F
(EVACUATION/COOP) (U)

STORAGE AND SAFEGUARD OF CLASSIFIED MATERIAL MATRIX (U)

1. MARFORRES personnel and Security Managers will ensure the following matrix is followed during the Hurricane Season and prior to evacuation in order to store and safeguard all classified materials.

2. Questions/Concerns should be addressed to the MARFORRES Security Manager.

ACTION	TIME	REFERENCE	RESPONSIBLE OFFICER
Conduct Inventory of Classified Material	NLT 1 Jun, Appearance of storm	5510.36	Individual/Section Security Manager
Prep of Hand Carried Material	NLT 1 Jun, Setting of HURRCOR 4	5510.36	Individual/Section Security Manager
Prep of Shipped Material	NLT 1 Jun, Setting of HURRCOR 4	5510.36	Individual/Section Security Manager/TMO
Verify Courier Cards are issued to individuals that need to transport classified material	NLT 1 Jun, Appearance of storm	5510.36	Individual/Section Security Manager/MFR Security Manager
Ensure combinations to all vaults, safes, and spaces are to G-1	NLT 1 Jun, Appearance of storm	Force Order 3440.1F and 5510.36	Individual/Section Security Manager
Ensure combination to G-1, CMCC present in MFR COC	NLT 1 Jun, Setting of HURRCOR 4	Force Order 3440.1F and 5510.36	MFR Security Manager/CDO
Destroy un-needed classified material	NLT 1 Jun, Continuous	5510.36	Individual/Section Security Manager
Ensure 2 Party Destruction of classified material	As needed	5510.36	Individual/Section Security Manager
Ensure JPAS current and individuals authorized to view/handle classified material	NLT 1 Jun, Continuous	5510.36	Section Security Manager

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APPENDIX 3 TO ANNEX C TO FORCE ORDER 3440.1F
(EVACUATION/COOP) (U)
REPORTING REQUIREMENTS AND REPORT FORMATS (U)

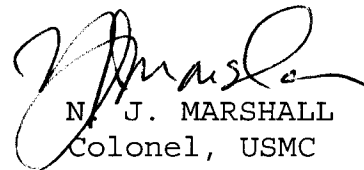
REFERENCES: NONE

1. Situation. The evacuation of MARFORRES, will require Marines to travel independently to evacuation locations and the AH. In previous evacuations, this has led to problems with accountability. The safety of MARFORRES personnel is the most important issue during the evacuation. Maintaining strict accountability is key to ensuring their safety. Reporting will begin at the individual level and work up the chain of command. It is imperative that higher, adjacent, and subordinate commands understand the situation and are kept informed through every step of our evacuation.
2. Mission. On order, MARFORRES conducts evacuation operations and establishes alternate headquarters (AH) at designated locations from Texas to Georgia in order to safeguard military and government service personnel and their families, classified material, and maintain continuity of operations.
3. Concept of Operations. Every Marine and unit will conduct timely and accurate reporting throughout the evacuation in order to ensure strict accountability and keep higher, adjacent, and subordinate units informed of the situation. Staff Sections and MSC's will ensure adherence to the accountability procedures published in Annex E. Unit reporting requirements are covered in Tabs A and B of this Appendix.
4. Administration and Logistics. Refer to the basic plan and Annexes E and K.

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5. Command and Signal. Refer to basic plan.

ACKNOWLEDGE RECEIPT



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Colonel, USMC
AC/S G-3/5

TABS:

A - Reporting Matrix

B - Report Formats

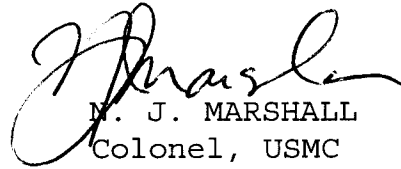
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TAB A TO APPENDIX 3 TO ANNEX C TO FORCE ORDER 3440.1F
(EVACUATION/COOP) (U)
REPORTING MATRIX (U)

1. Purpose. Exhibits 1 and 2 are the reporting requirements at the individual and unit level. The matrices are provided to assist in execution and accountability during the Evacuation/COOP plan.

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EXHIBITS:

- 1 - Reporting Matrix
- 2 - Report Formats

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EXHIBIT 1 TO TAB A TO APPENDIX 3 TO ANNEX C TO FORCE ORDER
3440.1F (EVACUATION/COOP) (U)
 REPORTING MATRIX (U)

1. The following event matrix detail the individual's reporting responsibilities during the execution of the Evacuation/COOP plan.

INDIVIDUAL RESPONSIBILITIES

EVENT/ACTION	PHASE OR TIME	REPORTS TO	SYSTEM
Evacuation Intentions (Location & Contact Info)	HURRCOR 5	Section/SNCOIC	Verbal/Phone
Acknowledges receipt of Evac Order	HURRCOR 4 (60 HOURS OUT)	Section/SNCOIC	Verbal/Phone
Arrival at initial evac location	Upon Arrival	Section/SNCOIC	Phone - Primary E-mail - Alt
Daily report	As directed	Section/SNCOIC	Phone - Primary E-mail - Alt
Acknowledges receipt of order directing individual to AH or return to NOLA	Phase III and Phase IV	Section/SNCOIC	Phone - Primary E-mail - Alt
Arrival at AH or NOLA	Phase III and Phase IV	Section/SNCOIC	Phone - Primary E-mail - Alt

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EXHIBIT 2 TO TAB A TO APPENDIX 3 TO ANNEX C TO FORCE ORDER
3440.1F (EVACUATION/COOP) (U)
 REPORTING MATRIX (U)

1. The following event matrices detail unit reporting responsibilities during the execution of the Evacuation/COOP plan.

MARFORRES/HQBN REPORTING MATRIX

EVENT/ACTION	PHASE	REPORTS TO	SYSTEM
CMFR Sets HURRCOR 5 (Remains in 5 throughout Hurricane Season)	1 June	HQMC, Adj MARFORs, and MSC's	DMS - Primary E-mail - Alt 1 Phone - Alt 2
CMFR Sets HURRCOR 4 (Evacuation Intentions)	72 Hours out	HQMC, Adj MARFORs, and MSC's	DMS - Primary E-mail - Alt 1 Phone - Alt 2
MFR G-3 Reports evac intentions of MFR Air Assets	Upon receipt of 4 th MAW report	HQMC, Adj MARFORs, and MSC's	DMS - Primary E-mail - Alt 1 Phone - Alt 2
MFR (Fwd) reports AH occupied	HURRCOR 4	HQMC, Adj MARFORs, and MSC's Navy EOC	DMS/E-mail (NIPR/SIPR)/Phone
CMFR issues evac order	60 Hours out	HQMC, Adj MARFORs, and MSC's	DMS - Primary E-mail - Alt 1 Phone - Alt 2
CMFR Sets HURRCOR 3 (Evacuation Intentions)	48 Hours out	HQMC, Adj MARFORs, and MSC's	DMS - Primary E-mail - Alt 1 Phone - Alt 2
MFR AH assumes Command and Control of evacuation	HURRCOR 3	MFR G-3 to HQMC, Adj MARFORs, and MSC's	DMS - Primary E-mail - Alt 1 Phone - Alt 2
CMFR Sets HURRCOR 2 (Evacuation Intentions)	24 Hours out	MFR G-3 to HQMC, Adj MARFORs, and MSC's	DMS - Primary E-mail - Alt 1 Phone - Alt 2
CMFR Sets HURRCOR 1 (Evacuation Intentions)	12 Hours out	MFR G-3 to HQMC, Adj MARFORs, and MSC's	DMS - Primary E-mail - Alt 1 Phone - Alt 2
CMFR intentions to COOP or return to NOLA	Landfall +24 hours	MFR G-3 to HQMC, Adj MARFORs, and MSC's	DMS - Primary E-mail - Alt 1 Phone - Alt 2
CMFR Order to return to NOLA	Phase IV On order	MFR G-3 to HQMC, Adj MARFORs, and MSC's	DMS - Primary E-mail - Alt 1 Phone - Alt 2

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4th MARDIV, 4TH MAW, 4TH MLG REPORTING MATRIX

EVENT/ACTION	PHASE	REPORTS TO	SYSTEM
MSC confirms/sets HURRCOR 5	1 June	MFR G-3/Sub units	DMS/E-mail
MSC confirms/sets HURRCOR 4	72 Hours out	MFR G-3/Sub units	E-mail
4 th MAW Reports evac intentions of MFR Air Assets	Upon evac of assets	MFR G-3	E-mail - Primary Voice - Alt
MSC issues evac order	60 hours out	Sub units	E-mail - Primary Voice - Alt
MSC AH functional	Upon completion	MFR G-3	DMS/E-mail/Phone
MSC confirms/sets HURRCOR 3	48 Hours out	Sub units	E-mail
MSC confirms/sets HURRCOR 2	24 Hours out	Sub units	E-mail
MSC confirms/sets HURRCOR 1	12 Hours out	Sub units	E-mail
MSC initial accountability and damage report of I&I locations	Landfall + 24 hours	MFR G-3/G-1	E-mail - Primary Voice - Alt
MSC Accountability Report	Every 24 Hours until 100% accountability of I&I/SMCR Marines	MFR G-3/G-1	E-mail - Primary Voice - Alt
MSC intentions to COOP or return to NOLA	Landfall +24 hours	MFR G-3/Sub units	E-mail - Primary Voice - Alt
MSC confirms/issues order to return to NOLA	Phase IV On order	MFR G-3/Sub units	E-mail - Primary Voice - Alt

I&I/SMCR REPORTING MATRIX

EVENT/ACTION	PHASE	REPORTS TO	SYSTEM
Confirms/Sets HURRCOR 5	Phase I 1 June	MSC G-3 via Chain of Cmnd	E-mail Voice
Confirms/Sets HURRCOR 4 (Evacuation Intentions)	Phase I/II	MFR G-3 via Chain of Cmnd	E-mail - Primary Phone - Alt
Evacuation intentions of Air Assets or other Critical Items	Phase II	MFR G-3 via Chain of Cmnd	E-mail - Primary Phone - Alt
Initial accountability/damage report	Landfall +24 hours	MFR G-3/G-1 via Chain of Cmnd	E-mail - Primary Phone - Alt
Accountability Report	Every 24 hours until 100% accountability of SMCR Marines	MFR G-3/G-1 via Chain of Cmnd	E-mail - Primary Phone - Alt
Reoccupation of I&I Site	I&I Determination	MFR G-3/G-1 via Chain of Cmnd	E-mail - Primary Phone - Alt

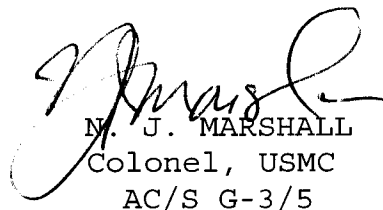
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TAB B TO APPENDIX 3 TO ANNEX C TO FORCE ORDER 3440.1F
(EVACUATION/COOP) (U)
REPORT FORMATS

1. Purpose. Exhibits 1 and 2 are formats to be used to standardize reporting. The formats will be used as dictated by the Reporting Matrices.

ACKNOWLEDGE RECEIPT


N. J. MARSHALL
Colonel, USMC
AC/S G-3/5

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EXHIBIT 1 TO TAB B TO APPENDIX 3 TO ANNEX C TO FORCE ORDER
3440.1F (EVACUATION/COOP) (U)
REPORT FORMATS (U)

1. The following is to be used by MARFORRES/MSC throughout the execution of the Evacuation/COOP plan. Refer to Reporting Matrix to determine sending occasions.

XXXXXXZ XXX 06 R UNCLAS ou:COMMARFORRES CMD CTR(uc)

TO COMMARFORRES(uc)
COMMARFORRES G1(uc)
COMMARFORRES G2(uc)
COMMARFORRES G4(uc)
COMMARFORRES G5(uc)
COMMARFORRES G6(uc)
COMMARFORRES G7(uc)
HQBN MARFORRES(uc)
COMMARFORRES SJA(uc)
COMMARFORRES PAO(uc)
COMMARFORRES CONTRAC(uc)
COMMARFORRES CMD CTR(uc)
CG 4TH MAR DIV(uc)
CG 4TH MAR DIV G1(uc)
CG 4TH MAR DIV G3(uc)
CG 4TH MAW(uc)
CG 4TH MAW G1(uc)
CG 4TH MAW G3(uc)
CG 4TH FSSG(uc)
CG 4TH FSSG G1(uc)
CG 4TH FSSG G3(uc)
CG MARCORMOBCOM KANSAS CITY MO(uc)
MAG 42 DET C(uc)
CC CMC WASHINGTON DC(uc)
CMC WASHINGTON DC PPO(uc)
CMC WASHINGTON DC PPO PS(uc)
CMC WASHINGTON DC PPO POC(uc)
CMC WASHINGTON DC MRA(uc)
CMC WASHINGTON DC MRA RA(uc)
COMMARFORCOM(uc)
COMMARFORCOM G-1(uc)
COMMARFORCOM G3-5-7(uc)
MAG 42(uc)
14TH MAR(uc)
AL 13775(uc)

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TO COMMARFORRES//G1/G2/G4/G5/G6/G7/HQBN/SJA/COMPT/PAO/HSS/FAC/CONT//
CG FOURTH MARDIV/G1/G3/
CG FOURTH MAW//G1/G3//
CG FOURTH MLG//G1/G3//
CG MOBCOM KANSAS CITY MO//
FOURTEENTH MAR
MARCORLOGCOM ALBANY GA
HQ SVC BN 4TH FSSG
MAG FOUR TWO
INFO CMC WASHINGTON DC//PP&O/M&RA/POC/POS/RA//
COMMARFORCOM//G1/G3//
COMMARFORPAC//G1/G3//
COMMARFORSOUTH//G1/G3//
COMMARFOREUR//G1/G3//
COMMARCENT//G1/G3//
ALL MARFORRES
BT
UNCLAS //N03400//
SUBJ//SET DESTRUCTIVE WEATHER CONDITION OF READINESS ONE (COR 4/3/2/1) IN
RESPONSE TO HURRICANE XXXXXXX//
POC/MAJ KIELY/MFR G3/TEL: 504-678-8089//COC/TEL: 504-678-8701/8672//
REF/A/COMMARFORRES/FO 3440.1F//
AMPN/REF A IS MARFORRES LOCAL DESTRUCTIVE WEATHER EVACUATION/COOP PLAN//
RMKS/1. HURRICANE XXXXXXX IS PROJECTED TO POTENTIALLY THREATEN THE NOLA
AREA WITHIN THE NEXT 72/48/24/12 HOURS.
2. IF IT STAYS ON ITS CURRENT PROJECTED PATH, IT COULD POTENTIALLY ARRIVE IN
THE NOLA AREA BY (DAY), XX SEP.
3. THE FOLLOWING MFR ACTIONS WILL COMMENCE IMMEDIATELY UPON SETTING OF
HURRCOR x. (PUBLISH INTENTIONS LAUNCHING TIER I, EVACUATING ETC)
4. ALL MFR UNITS AND STAFFS IN THE NOLA AREA ARE ORDERED TO SET COR 4,3,2,1 AND
ENSURE COMPLIANCE WITH REF A. NOTIFY THE MFR G-3 AND MFR CDO VIA CHAIN OF
COMMAND AS ACTIONS APPROPRIATE TO COR ARE COMPLETED.
5. MOBCOM, 14TH MARINE REGIMENT, MARINE CORPS LOGISTICS BASE, ALBANY, GA,
HQ SVC BN 4TH MLG, AND I&I STAFFS WITHIN THE AFFECTED AREA PREPARE TO
RECEIVE/ASSIST MFR PERSONNEL IN THE EVENT OF AN EVACUATION AS DIRECTED IN
REF A.
BT

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2. The following SitRep is to be used by I&I Site Commanders. Refer to Reporting Matrix for Sending occasions. SitRep to be completed and forwarded to next highest unit. MSC's will update MFR as to situations with evacuated units.

1. DTG of Report
2. Current Situation
 - 2.A. Unit sending report
 - 2.B. Current Loc of unit
 - 2.C. Designated Evacuation Location
 - 2.D. Air Assets/Critical Items to Evac
 - 2.E. 24-Hour POC/Contact Number
3. Accountability
 - 3.A. Current number of I&I Marines/sailors accounted/unaccounted for
 - 3.B. Current number of SMCR Marines/sailors accounted/unaccounted for
 - 3.C. Actions to locate Marines/sailors unaccounted for
4. Damage Assessment (If available)
5. Commander's Comments